HOW TO: PARENTAL LEAVE

Contents
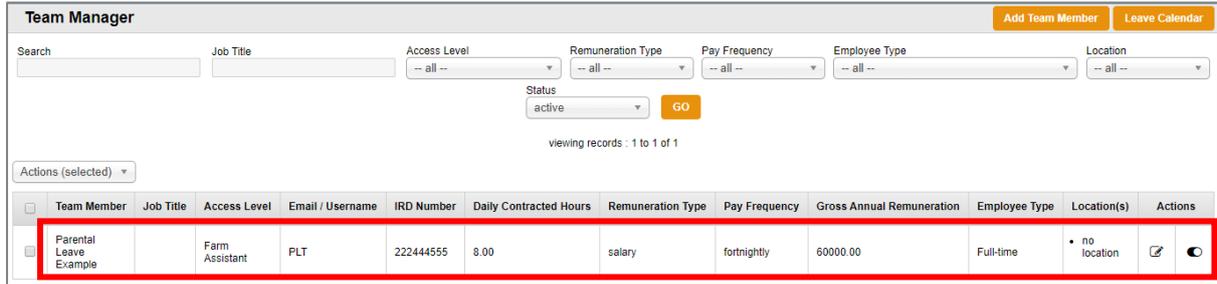
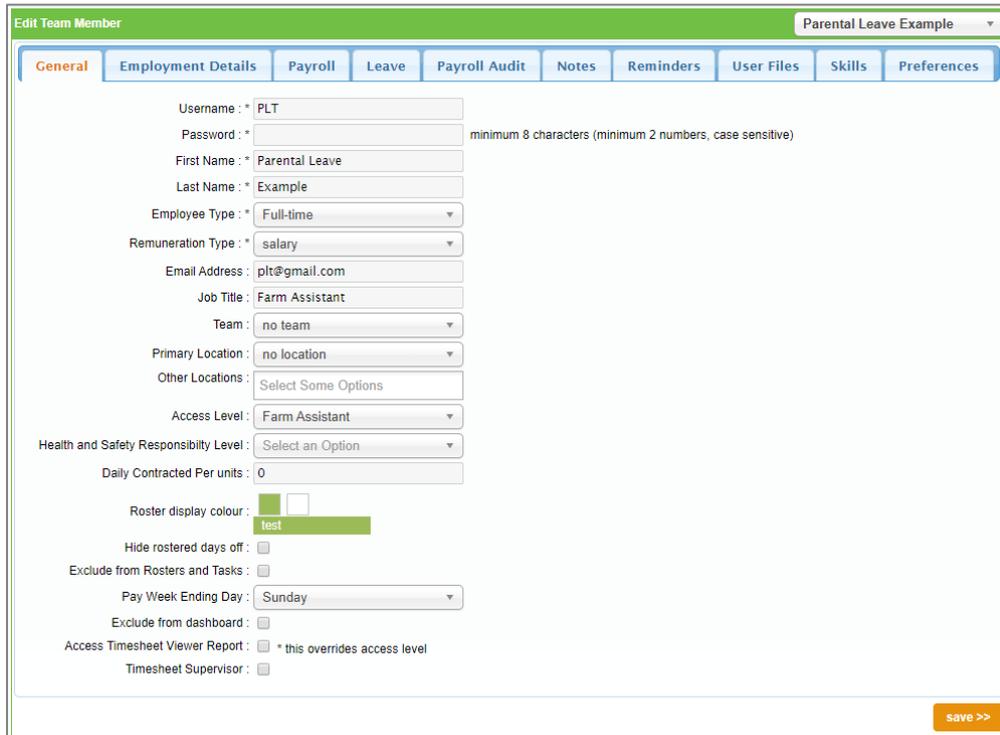# When the team member goes on Parental Leave
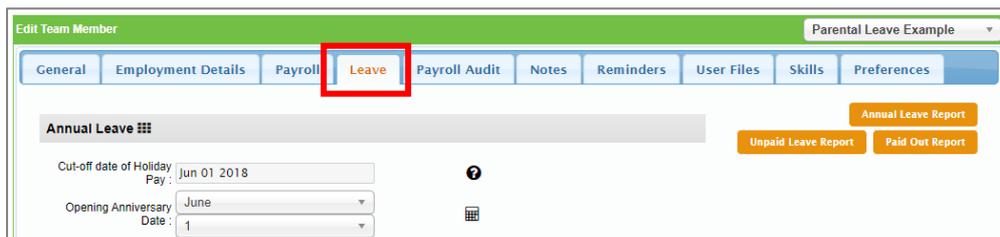
1. Hover on *Setup* and click on *Team Manager*:

2. Click on the applicable team member:

The following screen will appear:

3. Click on the *Leave* tab:

4. Scroll down to the *Parental Leave* section:

Parental Leave

Start Date :
End Date :   ❓
Annual Leave Basis : Standard

5. Enter the date the team member goes on Parental Leave:

Parental Leave

Start Date : Feb 24 2019
End Date :   ❓
Annual Leave Basis : Standard

6. Click *Save*:

Parental Leave

Start Date : Feb 24 2019
End Date :   ❓
Annual Leave Basis : Standard

Sick Leave   Sick Leave Report

Cut-off date of Sick Leave
   :
Opening Balance : 0   (days)

save >>

7. Hover on *Payroll* and click on *Pay Periods*:

Payroll ▾   Documents ▾   Rosters ▾   Ta

Payroll Wizard   ▸
Pay Periods
Payslips
Payments, Allowances and Deductions
IRD Schedule
Payment Schedule
Final Pay

8. Select the team member's name from the *Team Member* filter box, then click *Go*:

Salary / Wages Paid Report   ➕ Add Pay Periods   📄 Export   🖨 Print

Location   Team Member   From   To   Employee Type   Remuneration Type
all   Parental Leave Example ▾   Feb 24 2019   Mar 17 2020   all   ▾   all   ▾
                                     Zero Pay Amount
                                     show all   ▾   GO
                                     or Pay Period : all   ▾

9. Find the correct pay period for the team member:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
➕	Feb 18 2019	Mar 03 2019	2307.69	2307.69		0.00	0.00	0.00	0.00 ➕	0.00 ✏
✔	Feb 04 2019	Feb 17 2019	2307.69	2307.69		0.00	0.00	0.00	0.00 ➕	0.00 ✏
✔	Jan 21 2019	Feb 03 2019	2307.69	2307.69		0.00	0.00	0.00	0.00 ➕	0.00 ✏

10. Click on the *edit* icon:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Annual leave	Statutory holiday worked	Unpaid leave	Extra payments	
							Adjustments		**Extra payments**	
+	Feb 18 2019	Mar 03 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	➕ 0.00	✎
✔	Feb 04 2019	Feb 17 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	➕ 0.00	✎
✔	Jan 21 2019	Feb 03 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	➕ 0.00	✎

11. Click *Auto-calculate Unpaid Leave,* then click *Save*:

NB: If the team member worked for part of the period, ensure their timesheets have been entered before you process the pay

Edit Pay Period

On Parental Leave from Feb 24 2019

Start Date : Feb 18 2019 *
End Date : Mar 03 2019 *
Pay Frequency : fortnightly ▼ *
Days in period : 14
Days worked : 5
Unpaid leave : 5 days ($1153.85)
Auto-calculate Unpaid leave ☑
Team Member : Parental Leave Example
Employment start date : Jun 01 2018
Pay amount : 1153.85
Days paid : 5
Daily contracted hours : 8.00
Average daily pay : 0.00

↻ reset   💾 Save

You will see that the *Amount Paid* has reduced by the *Unpaid Leave* amount:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Annual leave	Statutory holiday worked	Unpaid leave	Extra payments	
							Adjustments		**Extra payments**	
+	Feb 18 2019	Mar 03 2019	1153.85	2307.69	0.00	0.00	0.00	-1153.85	➕ 0.00	✎

12. Process the pay as normal via the *Payroll Wizard*. For help on this, please refer to the Processing a Pay Run help document

While the team member is on Parental Leave

The system will automatically update the following to *Zero* in the *Salary/Wages Paid Report*:

- Amount Paid
- Standard Salary (if they are on a salary)
- No. of Days Paid
- Average Daily Pay

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay	Paid by ACC	1st week ACC	Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave						
+	Apr 01 2019	Apr 14 2019	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0000	0.00	0.00	0.00	✎
+	Mar 18 2019	Mar 31 2019	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0000	0.00	0.00	0.00	✎
+	Mar 04 2019	Mar 17 2019	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0000	0.00	0.00	0.00	✎
✔	Feb 18 2019	Mar 03 2019	1153.85	2307.69	0.00	0.00	0.00	-1153.85	5	0.0000	0.00	0.00	0.00	✎
		Total :	1153.85	9230.76	0.00	0.00	0.00	-1153.85	5	230.7700	0.00	0.00	0.00	

If the team member has regular Payments, Non-Taxable Allowances and/or Deductions that need to be put on hold/modified during their time on Parental Leave, please adjust them accordingly. For help on this, please refer to the applicable help document(s)

- [Adding/Editing a Regular Payment](#)
- [Adding/Editing a Regular Non-Taxable Allowance](#)
- [Adding/Editing a Regular Deduction](#)

When you process the pay for the rest of your team each pay period, the team member who is on Parental Leave will still show up in the pay run, but with zero gross earnings. This is normal.

When the team member comes back from Parental Leave

1. Hover on *Setup* and click on *Team Manager*:

2. Click on the applicable team member:

The following screen will appear:

3. Click on the *Leave* tab:

4. Scroll down to the *Parental Leave* section:

5. Enter the date the team member finishes Parental Leave:
NB: This is the day before the team member comes back to work

6. Click *Save*:

7. If the team member's work pattern has changed, update the *Roster* and/or *Daily Contracted Hours*. This can be done in the *Employment Details* tab:

8. Hover on *Payroll* and click on *Pay Periods*:

9. Select the team member's name from the *Team Member* filter box, then click *Go*:

10. Find the correct pay period for the team member:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
+	Dec 09 2019	Dec 22 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	➕ 0.00	✎

11. Click on the *edit* icon:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
+	Dec 09 2019	Dec 22 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	➕ 0.00	✎

12. Click *Auto-calculate Unpaid Leave,* then click *Save*:

NB: If the team member worked for part of the period, ensure their timesheets have been entered before you process the pay

You will see that the *Amount Paid* has reduced by the *Unpaid Leave* amount:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
✛	Dec 09 2019	Dec 22 2019	692.31	2307.69	0.00	0.00	0.00	-1615.38	0.00	✎

13. Process the pay as normal via the *Payroll Wizard*. For help on this, please refer to the [Processing a Pay Run](#) help document

When the team member takes Annual Leave after they come back from Parental Leave

1. Ensure the correct number of Annual Leave timesheet entries are entered in for the team member

2. Process the pay as normal via the *Payroll Wizard.* For help on this, please refer to the [Processing a Pay Run](#) help document
   NB: The system will automatically adjust the Annual Leave daily rate

Example: Calculation of Annual Leave once a team member has been on Parental Leave

1. Enter the applicable Annual Leave timesheet entry(ies)

2. Hover on *Payroll* and click on *Pay Periods*:
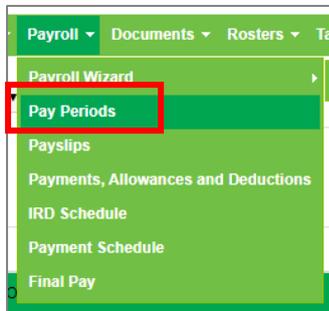
3. Select the team member's name from the *Team Member* filter box:

4. Change the *To* date to be the last day of the pay period before Annual Leave is taken e.g. if Annual Leave has been taken in the period beginning 06/01/2020, the *To* date will be 05/01/2020:

5. Change the *From* date to be 52 weeks before the *To* date e.g. 05/01/2019:

6. Click GO:

7. Scroll down to the bottom of the table where the *Total* row is and divide the first figure in the *Total* row (13384.61) by 52 (weeks). Write this figure down e.g. $257.39:

Total :	13384.61	62307.63	0.00	0.00	0.00	-2769.23	0.00

8. Adjust the *To* date to include the pay period with the Annual Leave in it, then click *GO:*

Location	Team Member	From	To	Employee Type
all ▼	Parental Leave Example ▼	Jan 5 2019	Jan 19 2020	all ▼
	Remuneration Type	Zero Pay Amount		
	all ▼	show all ▼	GO	
	or Pay Period : all ▼			

9. Click *Show Extra Columns*:

viewing records : 1 to 28 of 28   👁 Show Extra Columns

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
✚	Jan 06 2020	Jan 19 2020	1949.11	2307.69	0.00	0.00	0.00	0.00	➕ 0.00	✎
✔	Dec 23 2019	Jan 05 2020	2307.69	2307.69	0.00	0.00	0.00	0.00	➕ 0.00	✎

10. Look at the *No. of Days Paid* column for the pay period that has Annual Leave in it. If the team member is paid weekly, use the figure that is shown in this column. If the team member is paid fortnightly, divide this figure by 2. If the team member is paid monthly, divide this number by four. In this example, 10 days will be divided by 2 since the team member is paid fortnightly. Write this number down:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Annual leave	Statutory holiday worked	Unpaid leave	No. of days paid	Average daily pay
✚	Jan 06 2020	Jan 19 2020	1949.11	2307.69	0.00	0.00	0.00	0.00	10	230.7690
✔	Dec 23 2019	Jan 05 2020	2307.69	2307.69	0.00	0.00	0.00	0.00	10	230.7690

11. Divide the figure you wrote down in Step 7 by the number you wrote down in Step 10 e.g. $257.39/5 = $51.47. This is the current value of each Annual Leave day

12. Click on the *Amount Paid* figure to open up the *Timesheet Overview Report*:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Annual leave	Statutory holiday worked	Unpaid leave	No. of days paid	Average daily pay
✚	Jan 06 2020	Jan 19 2020	1949.11	2307.69	0.00	0.00	0.00	0.00	10	230.7690
✔	Dec 23 2019	Jan 05 2020	2307.69	2307.69	0.00	0.00	0.00	0.00	10	230.7690

Here you will see an Annual Leave section:

Annual Leave (AL) :	-461.54 (2 days)
Adjustment daily rate :	51.4793
Adjustment days :	2
Adjustment amount :	102.96
Adjustment applied :	-358.58 (AA)

The standard average daily pay for 2 days needs to be subtracted from the Standard Salary (as they have taken 2 Annual Leave days)

This is the current value of each Annual Leave day (as calculated in Step 11)

$51.47 multiplied by 2 days gives you the total value of Annual leave for the pay period

The *Amount Paid* has been calculated as follows:

NB: This is the amount shown in Step 4

Standard Salary	2307.69
Less the Value of 2 Standard Days	-461.54
Plus the Value of 2 Annual Leave Days	102.96
Amount Paid for Period	**1949.11**

Please note, Annual Leave is calculated on this basis for 52 weeks after the Parental Leave end date.